



KENTUCKY DEPARTMENT OF EDUCATION SCHOOL-BASED DECISION MAKING NEWSLETTER

February 2012

Staffing Allocations

In April 2010, the Kentucky Board of Education made a change to [702 KAR 3:246](#). The March 1 allocation date was permanently moved to May 1, and districts shall forward a tentative allocation to school councils by March 1. This extension allows districts to review their staffing policies and allocation formulas in order to ensure that school councils continue moving toward proficiency, putting student achievement first.

Some school districts have begun updating staffing allocation formulas. If a district chooses to make changes in the staffing allocation formula, as the SBDM coordinator, you should assist school council members and the general public in understanding its components. Knowledge and understanding of the base funding levels and how they relate to school council allocations will help the school council members manage any changes.

If a school district is revising a staffing allocation policy for the 2011-12 school year, the Kentucky Department of Education (KDE) must review and provide comment before May 1. Please forward draft allocation procedures and the formula that the district will be using to determine the school council allocations to the SBDM Mailbox at KDESBDMProject@education.ky.gov.

Understanding KRS 157.360

When updating the staffing allocation formula, boards of education must adhere to guidelines in [KRS 157.360](#). Base funding levels include:

- 24:1 for primary grades
- 28:1 for grade 4
- 29:1 for grades 5 and 6
- 31:1 for grades 7 to 12 [KRS 157.360(4)(a)]

An addition to these base level is a requirement for secondary schools that includes a maximum of 150 per-pupil hours [KRS 157.360(4)(b)].

Two parts of the staffing base funding levels can cause confusion for school council members and others in the school community: base levels for primary grades and the 150 per-pupil hours for secondary schools. Note that school councils are not bound by these maximum class size limits once the allocations are received by the school. School

councils determine, within the number of staff allocated, the job classifications for each of the positions.

Primary school is defined in [KRS 158.031](#) as being multi-aged groupings. To this effect, the allocation of staff for primary school is based on the total number of students included in an enrollment from the time they enter school (i.e., kindergarten) to the time they exit (i.e., grade 3). Therefore, as a school district determines the staff for the primary grades at an elementary school, the school district will add the total number of students in the primary grades as a whole and then divide by a maximum of 24 (number can be lower based on district choice in the allocation formula) to get the number of teacher positions. For elementary schools that have determined that they will have a graded primary program, this may mean that one grade may have more than 24 students per classroom teacher and another grade may have less than 24 students per classroom teacher.

In the second case, when this statute was enacted, most secondary schools operated on a six-period day. Scheduling concepts such as alternative models and block schedules were not factored into legislation. Once the base level funding language is added into the staffing allocation formula, class size loads for middle and secondary school classroom teachers cannot exceed the equivalent of 150 pupil hours per day. This means that each classroom teacher who is allocated to grades 7-12 cannot have more than 150 per-pupil hours. One-hundred-fifty per-pupil hours of instruction during a six-hour school day would yield a ratio of 25:1.

Staffing Allocation Tool

To assist districts with the staffing allocation process, KDE has a [staffing allocation tool](#) located on our SBDM staffing allocation Web page. Districts may utilize the staffing allocation tool to help with the allocation process. For questions or assistance, please contact Phil Daugherty at phillip.daugherty@education.ky.gov or (502) 564-3791.

Frequently Asked Question

Q: What can the school council decide about positions in the school?

A: Once the number of positions and total instructional funds are received from the district office, the school council determines the number of persons to be employed in each job classification (e.g., English teachers, grade 4 teachers, arts and humanities teachers). The school council should look at its student population changes and needs assessment each year to determine the number of spaces, not faces, needed in each job classification. [[KRS 160.345\(2\)\(f\)](#)].

Q: What can the school council NOT decide about positions in the school?

A: School councils cannot recommend transfers or dismissals. School councils do not hire, evaluate or terminate personnel. [[KRS 160.345 \(2\)\(f\)](#)]

SBDM Coordinator Training Sessions Scheduled

Spring training dates have been scheduled for all SBDM district coordinators. During the sessions, coordinators will receive information concerning any legislative updates from the 2012 General Assembly, be introduced to the SBDM Training Materials for the 2012 training season and be provided answers to any questions concerning SBDM and Kentucky Board of Education goals. Note that the sessions during the week of March 12 are for the district's SBDM coordinator (or designee). During the sessions, district SBDM coordinators will learn how others in your school district can be trained and endorsed to provide the SBDM training for the school council members. SBDM coordinators who are unable to attend should send designees. The dates are as follows:

Monday, March 12	Ohio Valley Educational Cooperative (OVEC)	Shelbyville
Tuesday, March 13	Green River Regional Educational Cooperative (GRREC)	Bowling Green
Wednesday, March 14	West Kentucky Educational Cooperative (WKEC)	Eddyville
Friday, March 16	Kentucky Valley Educational Cooperative (KVEC)	Hazard

All sessions are structured as a train-the-trainer model. We are asking that school districts designate one person to attend the district session. All sessions are from 8:30 a.m. to noon local time. Limited seating is available at each location, so registration will be on a first-come, first served basis. Register at KDESBDMPProject@education.ky.gov.

SBDM Partner Training Sessions Scheduled

Spring training for SBDM External Training Partners, those individuals or organizations not employed in a school district, will be in Frankfort on Monday, March 19. Any organization that applied will need to send at least one representative from the organization to this training session; however, limit the number to no more than three due to limited training space seating. At the SBDM Partner Session, information will include updates from the General Assembly and the introduction of the new training materials, as well as discussion of and answers to questions concerning your role as a training partner with the individual school districts and schools.

All sessions are structured as a train-the-trainer model. The session is from 8:30 a.m. to noon EST. Register at KDESBDMPProject@education.ky.gov. One week prior to the session KDE will request the names of the one to three persons from your organization that will be attending the session so that we can provide those names to CPT security for admission to the tower.

Join us for Commissioner Holliday's 2nd Twitter Town Hall

The Kentucky Department of Education invites teachers, administrators, district staff, parents and other education stakeholders to submit questions for Commissioner Terry Holliday's second Twitter Town Hall **Wednesday, Feb. 15 from 4-5 p.m. ET**. The Twitter Town Hall topics will be the 2012 General Assembly and KDE's legislative agenda. Questions can be tweeted both before Feb. 15 and during the live event from 4-5 p.m. ET. Use the hash tag **#AskDocH** to send questions.

If you don't have a Twitter account and would like to sign up for one, visit www.twitter.com. It's a free service and also offers apps for smartphones if you'd rather follow along off-PC/MAC.

The Twitter Town Hall also will be webcast live. If you would like to follow the Twitter Town Hall via live webcast, click [here](#). To listen and/or watch, you must have Windows Media Player installed on your workstation. Once Windows Media Player is installed, simply click on the appropriate link to hear audio-only or view the video with audio.

To install Windows Media Player on your device, please click the appropriate link below:

[Download the Windows version of Windows Media Player.](#)

[Download the Macintosh version of Windows Media Player.](#)

Commissioner Holliday looks forward to answering your questions on Feb. 15.

For questions concerning SBDM, contact us at:

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